



Administrative Policies and Procedures: 18.14-DOE

Subject:	Program Staffing Team Composition-Responsibilities
Authority:	TCA 37-5-105, 37-5-106
Standards:	ACA: 2-9340, 2-9344, 2-9391
Application:	To All Department of Children's Services Youth Development Center Employees

Policy Statement:

The Youth Service Manager of Treatment or designee shall assign a program staffing team for each youth admitted to the program. This team shall be responsible for developing the youth's treatment program and maintaining records and documentation.

Purpose:

To ensure each youth is assigned a program staffing team to develop the youth's treatment program and maintain records and documentation.

Procedures:

- A.** The nucleus of the program staffing team shall be the youth's counselor who serves as team leader and whose primary responsibility is planning and monitoring the IPP, a teacher whose primary responsibility is the development of educational goals and objectives, a Youth Service Officer whose responsibility is development of social skills and supervision of goals and objectives, and the youth who shall be encouraged to actively participate.
- B.** The following people may attend the program staffing
1. The youth's vocational instructor(s);
 2. The youth's parent(s) or guardian(s);
 3. The youth's Probation Officer;
 4. A representative of the youth's local education agency;
 5. Consultants to whom the youth been referred;
 6. Medical representatives;
 7. Recreation staff;

8. Representatives of the Department of Mental Health and Mental Retardation;
9. Others who have expressed an interest in the youth and whose presence at team meetings has been determined to have a positive effect on the planning for the youth. (This determination shall be made by the staffing/treatment team leader.)

C. In cases where the youth is suspected of being in need of special education services, the team shall include school administrator or designee, a teacher who has had or will have the youth in a teaching situation, and a special education teacher and/or someone competent to interpret the assessment data available on the youth.

D. The program staffing team shall be responsible for reviewing information received from classification and developing the IPP as follows:

1. Goals/objectives/interventions to meet the youth's need identified by classification;
2. Determine methods and materials to be used;
3. Assign responsibility for implementation to specific staff;
4. Recommend a timetable for completion;
5. Monitor and note progress on a monthly and quarterly basis;
6. Make changes as necessary in the IPP;
7. Determine when a recommendation for release is appropriate; and
8. All members present at the staffing shall sign the program staffing summary.

E. The expectations of the program staffing team for the youth will be clearly explained.

Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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(Note: This policy cannot be revised without prior permission of Chancery Court, Davidson County, Nashville, Tennessee.)